

**SECTION 01200**  
**PROGRESS MEETINGS AND PHOTOGRAPHS**

**PART 1      GENERAL**

**1.1      PROGRESS MEETINGS**

- A. Progress meetings shall be held at the job site bi-weekly, and additionally as required by the OWNER. The ENGINEER shall schedule the meeting dates. The second meeting each month shall be coordinated with preparation of the payment request.
- B. Attendees: Regular attendees are the OWNER, the ENGINEER, and the CONTRACTOR. Each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented as required by a regular attendee.
- C. Administration: The ENGINEER shall prepare the agenda and distribute written notice and agenda of each meeting to all attendees 24 hours in advance of the meeting date.
- D. The minimum agenda shall include the following items of discussion:
  - 1. Review and correct or approve minutes of the previous progress meeting.
  - 2. Review CONTRACTOR's Activities Schedule: Review progress since the last meeting. Determine where each activity is in relation to the CONTRACTOR's Activities Schedule, whether on time, ahead, or behind schedule. Determine how construction items behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract time.
  - 3. Identify other items of significance that could affect progress.
  - 4. Discuss other topics appropriate to the current status of the project.
  - 5. Review the present and future needs of each entity present, including such items as:
    - a. Interface requirements
    - b. Time schedules
    - c. Sequences
    - d. Deliveries
    - e. Off-site fabrication issues
    - f. Access
    - g. Site utilization
    - h. Temporary facilities and services
    - i. Hours of work
    - j. Hazards and risks

- k. Housekeeping
  - l. Quality and work standards
  - m. Change orders
  - n. Documentation of information for payment requests
  - o. Inspection and testing requirements and results
- 6. Review rain days since last meeting.
- 7. Review daily excavation volume since last meeting
- E. The ENGINEER shall record minutes of the meeting and shall distribute copies to all attendees and to others affected by decisions or actions resulting from each meeting.
- F. The CONTRACTOR shall revise the Activities Schedule after each progress meeting when revisions to the schedule have been made during the meeting or when activities are behind schedule. Issue the revised schedule within seven (7) days after the meeting. See Section 01315 ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS for additional requirements for the Activities Schedule.

## 1.2 PREINSTALLATION CONFERENCES

- A. The CONTRACTOR shall schedule a pre-installation conference at the site before each construction activity that requires coordination with other construction. Subcontractors and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the OWNER and ENGINEER of scheduled meeting dates at least 48 hours before the meeting.
- B. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
  - 1. Contract Documents
  - 2. Options
  - 3. Related change orders
  - 4. Purchases
  - 5. Deliveries
  - 6. Shop Drawings, product data, and quality control samples
  - 7. Possible conflicts
  - 8. Compatibility problems
  - 9. Time schedules
  - 10. Weather limitations
  - 11. Manufacturer's recommendations
  - 12. Compatibility of materials
  - 13. Acceptability of subgrades

14. Temporary facilities
  15. Space and access limitations
  16. Governing regulations
  17. Safety
  18. Inspection and testing requirements
  19. Required performance results
  20. Recording requirements
  21. Protection
- C. The ENGINEER shall record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Within five (5) days of the meeting, the ENGINEER shall distribute the record of the meeting to everyone concerned.
- D. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

## **PART 2 PRODUCTS - NOT USED**

## **PART 3 EXECUTION**

### **3.1 PROGRESS AND FINAL PHOTOGRAPHS**

- A. Digital progress and final photographs and 8-inch by 10-inch color glossy prints shall be furnished by the CONTRACTOR. Identify all photographs with project name, contractor's name, date taken, a map of the site, and view or vantage point on back of each print.
- B. Progress photographs shall be taken on or about the first working day of each month (whether or not any work has been done during the preceding month) until the project is completed. Photographs shall be taken from at least twenty (20) vantage points that best illustrate the work accomplished during the previous month. CONTRACTOR shall coordinate with ENGINEER on the vantage points for the photographs. Submit three (3) sets of the most recent prints with each request for payment.
- C. Final photographs shall be taken after final inspection. Submit three (3) sets of prints with the request for final payment. Photographs shall be taken from ten (10) points for each work area as directed by the ENGINEER.
- D. Digital photographs shall be minimum 5.0 mega pixels each.

- E. All progress and final photographs shall also be submitted on CD-ROM in either JPEG (\*.jpg) or TIFF (\*.tif) format. At the end of the project, the CONTRACTOR shall submit all photographs taken during the project on a DVD with a printed label of the project title, CONTRACTOR's name, OWNER's name, ENGINEER's name, and project start and completion dates.

**END OF SECTION**